

Operating Policy		
TITLE: Educational Allowance		
ISSUING DEPARTMENT: Graduate Medical Education Office Creighton University School of Medicine-Phoenix		ORIGINALLY ISSUED: 02/06/23
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PURPOSE

The purpose of this policy is to define the appropriate use of the educational allowance for House Staff Physicians (HSP).

POLICY

Creighton University School of Medicine-Phoenix (CUSOM-PHX) allocates an annual educational allowance for each HSP in its programs. The purpose of this allowance is to promote HSP scholarly work, their academic success, and the promotion of their programs to local, regional, national, and international audiences. This operating policy primarily addresses the administrative functions that fall under the authority of the Graduate Medical Education (GME) Office in the application of the institutional Educational Allowance Policy.

General Requirements

1. Amounts not spent during one academic year may not be carried over to the next academic year.
2. The allowance is not meant to replace or augment the program budget and should not be used as such.
3. All expenditures of the allocated allowance must adhere to the parameters herein.

Eligible Expenses

Educational allowance funds may be used for expenses that directly support the HSP's educational and professional development.

1. Educational Materials may include educational courses (online, virtual, in person), textbooks, journals, board review materials, and subscriptions.
2. Scholarly Activity
 - a. Registration and travel to conferences/professional society meetings where they are presenting as the first (or second) author of scholarly work or are participating as part of a team activity representing a residency or fellowship program of CUSOM-PHX.
 - b. Approval for attending CME conferences will be granted if the following are met:
 - i. The conference must be targeted to the HSP specialty and/or area of focus,
 - ii. The HSP must provide the educational rationale for their attendance, and
 - iii. The HSP must attend a minimum of 6 hours per day of the conference.
3. USMLE, COMLEX and APMLE Exam Fees

Non-Eligible Expenses

Expenses not covered under eligible expenses will not be approved. If an HSP is unsure if the expense meets the criteria of the eligible expense, they must seek prior authorization from the program director and the GME Office. Examples of expenses for which the educational allowance is not appropriate include:

1. Board Exam Fees
2. Licensing fees (Medical or DEA)

3. Memberships in professional societies
4. Publication fees
5. Equipment (including pagers, stethoscopes, clinical equipment, etc.)
6. Scrubs or other clothing items
7. Laptops or personal electronic devices
8. Credentialing Fees

Programs should note that their department chair funds may be allocated for publication fees.

SCOPE

The policy applies to all CUSOM-PHX HSP and their respective training programs, that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Programs Policy.

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Office – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

AMENDMENTS OR TERMINATION OF POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern. The University reserves the right to modify, amend or terminate this policy at any time.